

DEPARTMENT OF CONSUMER PROTECTION  
JOB OPPORTUNITY  
LOTTERY DRAWING OFFICER  
GAMING DIVISION

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** The Public (previous applicants need not reapply)  
**Location:** 165 Capitol Avenue, Hartford, CT  
**Job Posting No's:** 103562\*  
**Hours:** Part time / 20 hours per week / 4 hour shifts  
**Salary:** \$20.53 per hour (NEW HIRES TO STATE EMPLOYMENT START AT MINIMUM)  
**Must be available for day and evening shifts, rotating weekends and Holidays**  
**Closing Date:** November 28, 2016

**We are seeking a candidate with the following Preferred Skills/Experience:**

- Demonstrated organizational skills – perform assignments independently
- Demonstrated experience in Examinations and/or Inspections; application of skills and techniques
- Demonstrated ability to research and analyze data and prepare comprehensive reports
- Demonstrated Interpersonal skills; oral and written communication skills
- Demonstrated experience with Microsoft office suite and other computer programs
- Must be willing to travel to assignments during all forms of inclement weather conditions
- Experience in monitoring and auditing procedures
- Eligible to obtain Connecticut Law Enforcement Communications Teleprocessing (COLLECT) certification
- Must successfully pass thorough background check including positive credit check

**Position Description:** In the Department of Consumer Protection, this class is accountable for ensuring the integrity of lottery drawings.

**Minimum Qualifications Required Knowledge, Skills and Abilities:**

Working knowledge of physical security systems, techniques and procedures; knowledge of relevant agency policies and procedures; basic knowledge of lottery rules and regulations applicable to lottery drawings; interpersonal skills; oral and written communication skills; ability to apply judgment and discretion; ability to utilize computer software.

**EXPERIENCE AND TRAINING:**

**General Experience:** *One (1) year of experience in the enforcement of security regulations.*

**SPECIAL REQUIREMENTS:**

1. Incumbents in this class may be required to possess and maintain a valid Motor Vehicle Operator's license.
2. Incumbents may be required to travel.

**CHARACTER REQUIREMENT:** In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate will be made before persons are certified for appointment.

**PHYSICAL REQUIREMENT:** Incumbents must have general good health and retain sufficient visual and auditory acuity required to perform all the duties of the class.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter which states their interest and suitability for the position; a resume; three letters of professional reference from current and / or former supervisors and an Application for Examination or Employment (Form CT-HR-12- available at: <http://das.ct.gov/cr1.aspx?page=27> ) and CT HR-13 available at: [http://das.ct.gov/HR/Forms/CT-HR-12A\\_Addendum.pdf](http://das.ct.gov/HR/Forms/CT-HR-12A_Addendum.pdf) . State employees must include copies of their last three (3) annual performance evaluations (must be current and consecutive) in lieu of references no later than the closing date to:

Deborah Craig, Human Resources Specialist  
Department of Administrative Services/SMART Unit  
450 Columbus Blvd, Suite 1404  
Hartford, CT 06103

**Confidential Fax: (860) 622-4921 (preferred method of submission)**

**OR**

**Email to [DAS.HR.SMART@ct.gov](mailto:DAS.HR.SMART@ct.gov), MUST include LDO (last name) in subject line.**

**Applications must be received by the closing date above and submitted ONE time. Incomplete application packages will not be considered.** Interviews will be limited to those whose experience and training most closely meet the requirement of this position. **Due to the large volume of applications received, we are unable to provide confirmation of receipt or status updates during the recruitment process.**

**\*This applicant pool may be used to fill future vacancies. Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.